

DEVELOPMENT PROJECTS DIVISION  
ADMINISTRATIVE MEMORANDUM NO. 300-2

ADMINISTRATION  
8 September 1961


TECHNICAL ORDER MANUALS

1. The Maintenance Section of Materiel Staff, DPD, has collected and keeps current a technical library which consists, among other things, of the Air Force Technical Order Manuals and changes thereto. The maintenance of this service is strictly a voluntary one on the part of the personnel so engaged and, in order to be effective, cooperation on the part of the users is necessary. A growing tendency has been noted for personnel to remove entire orders or single pages from the manuals and not return them. Obviously, such a practice is detrimental to the orderliness of the system. Air Maintenance Section is most anxious to provide the assistance needed but requests that certain practices be followed.

2. In the event that a Tech Order, a change, or a portion of either is required, the requestor should so signify to the Air Maintenance Section. If the portion is desired for permanent retention, an additional copy will be provided. If it is desired only for reference, the requestor may borrow the section desired but should let the manual keepers know. If only a page or portion thereof is needed, a thermofax will be provided.

3. The technical library serves a worthwhile function and the cooperation of all users is urged.

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*for* JAMES A. CUNNINGHAM, JR.  
Acting Chief, DPD-DD/P

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OFFICE OF SPECIAL ACTIVITIES  
Administrative Memorandum No. 300-21

ADMINISTRATION  
20 June 1962

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1. Effective 21 June 1962, all correspondence which does not deal substantially with a specific project and is not subject to [REDACTED] control procedures will bear an OSA control number. This change is the result of, and in accordance with, the recent re-organization cited in OSA Notice 1-15. The new numbering series will commence with OSA-0001-62 and replaces the DPD series formerly used. Issuance of the new control numbering series will continue to be handled by the RI Branch.

2. For your information, all correspondence prepared for the signature of the Assistant Director for Special Activities shall be written as appears below.

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[REDACTED]  
STANLEY W. BEERLI  
Colonel, USAF

Assistant Director for Special Activities

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**OFFICE OF SPECIAL ACTIVITIES**  
**OSA HQS NOTICE NO. 300-30**

**ADMINISTRATION**  
**7 February 1963**

This is to re-emphasize that the Position Control Register, the Position Inventory file in OSA/Personnel and like documents and records contains confidential information for the use of the Component Chief, the Assistant Director, the Deputy Assistant Director and his immediate staff. I have instructed the Chief of Personnel to assure that the confidential nature of this information be preserved. All individuals who have a legitimate need for this information will be permitted access to it by the Chief or Deputy Chief of Personnel, OSA-DD/R.

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Chief, Administrative Division  
OSA

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 300-31

ADMINISTRATION  
7 FEBRUARY 1963

Effective 5 February 1963 [REDACTED] was assigned to the Office of Special Activities as an Illustrator/Draftsman. [REDACTED] will provide an in-house capability for the preparation of briefing aids, displays, special printing jobs, etc. In order to insure the most practicable utilization of his services, it will be necessary that work requirements which demand other than routine handling be first submitted to the Administrative Office for determination of priority.

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[REDACTED]  
JAMES A. CONNINGHAM, JR.  
Deputy Assistant Director  
(Special Activities)

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OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 300-32

ADMINISTRATION  
21 FEBRUARY 1963

FITNESS REPORTS

1. The following memorandum from the Deputy Director, Central Intelligence to all Deputy Directors is quoted in full for your guidance:

"1. You are aware of my concern about our Fitness Reporting system and my determination that we must improve our performance in preparing timely and meaningful reports. I shall expect you to give your personal attention to doing so in your components.

"2. I have instructed the Director of Personnel to develop and to put into effect such mechanical controls and quality reviews as are necessary to identify delinquencies or deficiencies in the operation of our Fitness Reporting system. He will institute immediately procedures for notifying you of any overdue reports in your components which are 60 days or more delinquent and will notify me of those which are delinquent 90 days or more. As you know, I intend to issue a formal reprimand to the official responsible for any report in the 90-day delinquency group unless acceptable reasons have been given for delaying the report.

"3. Immediate and substantial improvement in the preparation of reports when they are due and in full compliance with the technical instructions which accompany the form is but a first step. I regard its accomplishment to be largely a matter of good supervisory discipline. Our second step will be to improve the quality and integrity of these reports and to bring about a high degree of consistency in the application of the rating standards provided in the Fitness Report form. This will not be an easy task and its accomplishment will require that you exercise command leadership in establishing and applying appropriate monitoring techniques in your components. While I expect the Director of Personnel to provide staff leadership in this area, I shall look to you to take the initiative in developing this program in your component and shall expect an early report of your progress in doing so."

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2. Priority attention shall be directed to the preparation of Fitness Reports when they are due. I cannot over-emphasize the importance of prompt action on the part of supervisors to make certain that timely and meaningful reports are prepared in compliance with the provisions of our personnel evaluation program.

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JACK C. LEFORD  
COLONEL, USAF  
Assistant Director  
(Special Activities)

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Handwritten initials and signatures in the top right corner, including "B", "E", "DB", and "PA".

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 300-33

ADMINISTRATION  
26 FEBRUARY 1963

1. The OSA Signal Center has brought to the attention of this Office the fact that outgoing cables delivered to them for transmission are containing more and more extensive "handwritten" corrections.
2. The practice of correcting typed messages by pen or pencil should be held to an absolute minimum in order to assist in expeditious transmission and insure accuracy of message content as it is actually transmitted.
3. In those few instances where corrections are minor or when circumstances do not permit the retyping of a message, the individual making the correction should make certain that the correction appears on each copy of the message form.
4. Supervisors and originating and releasing authorities are asked to assist in reducing the number of these corrections.

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Acting Chief  
Administrative Division  
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**OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 300-33**

**ADMINISTRATION  
27 FEBRUARY 1963**

**DISPATCHES TO** 

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**Effective immediately, all dispatches from Headquarters  
to  will be forwarded in three (3) copies.**

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**Acting Chief  
Administrative Division  
OSA**

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*RS BJE*  
*BT*

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**OFFICE OF SPECIAL ACTIVITIES  
OSA HQS NOTICE NO. 300-37**

**ADMINISTRATION  
16 APRIL 1963**

**REFERENCE: OSA HQS NOTICE NO. 300-33 dated  
26 February 1963**

Cable originators are again cautioned that changes made on the outgoing cable mats must also be made on all carbon copies of that cable. The cable mat is used for reproduction purposes only, and the actual processing for transmission of the outgoing cable is accomplished from the first and/or second carbon thereof.

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**Acting Chief  
Support Division, OSA**

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RS JB  
P/B

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**OFFICE OF SPECIAL ACTIVITIES  
HQS NOTICE NO. 300-40**

**ADMINISTRATION  
15 JULY 1963**

**OSA GENERAL FINANCIAL AUDIT**

1. The Office of Special Activities and its field activities are currently undergoing a financial audit by two members of the Agency Audit Staff. The auditors will be physically located in the offices of OSA Budget and Finance Branch. It is expected that they will be engaged in this audit for the next several weeks.

2. The auditors will most likely visit certain OSA Headquarters offices and [REDACTED] will make such arrangements as necessary. Your full cooperation and assistance extended to these auditors will be appreciated.

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[REDACTED]

Acting Chief  
Support Division, OSA

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OFFICE OF SPECIAL ACTIVITIES  
HQ NOTICE NO. 300-49

ADMINISTRATION  
30 December 1963

CIVIL DEFENSE ALERT SIGNAL

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1. Supplementary to [REDACTED] entitled "Fire Evacuation System" dated 7 November 1963, the attached copy, in part, of [REDACTED] dated 21 May 1962 is hereby furnished to each OSA employee in order to reacquaint personnel with the Civil Defense Alert Signal.

2. In connection with the "Take Cover Signal" OSA personnel are to proceed down emergency stairway No. 2 to Area B - Basement which has been designated our shelter area. Stairway No. 2 is located next to the Registry Branch on the 6th floor; near the main corridor double doors on the 5th floor.

3. Personnel are requested to direct any questions involving either Fire or Civil Defense Alerts to the following designated Senior Corridor Wardens:

6th Floor B Corridor:

Alternate

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5th Floor B Sub-Corridor:

Alternate

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JACK C. LEDFORD  
COLONEL, USAF  
Assistant Director  
(Special Activities)

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